BONNER GENERAL HEALTH

REQUEST FOR QUALIFICATIONS & FEE STRUCTURE (RFQ/P)

Architectural Master Plan

RFQ No.: RFQ-2026-01
Issue Date: 11/18/2026
Issuing Organization: BONNER GENERAL HEALTH
Project Title: Long-Term Architectural Master Space Plan
Location: Sandpoint, Idaho
Submission Deadline: 12/16/2026 4:00 PM PST

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1. Project Overview & Goals

Bonner General Health (BGH) is seeking a qualified, healthcare-specialized architectural firm licensed in the State of Idaho to develop a comprehensive, long-term Architectural Master Space Plan.

As our community in Bonner County continues to grow, BGH is committed to optimizing our physical campus to support modern clinical delivery, enhance patient experience, and prepare for future volume demands. The selected firm will evaluate our existing facilities and deliver a phased, actionable master plan that aligns with our long-term strategic and clinical goals.

2. Scope of Work

The selected firm will collaborate with BGH leadership, clinical department heads, and operational staff to assess current space utilization and design a long-term master plan. Key areas of focus include, but are not limited to:

- **Clinical & Patient Care Departments:** Emergency Department (ED), Surgery / Perioperative Services, Immediate Care, Pharmacy, and ancillary support services.
- **Patient & Staff Workflows:** Optimizing departmental adjacencies, clinical staff efficiency.
- **Patient Access & Arrival Experience:** Evaluating campus entry points, patient drop-off zones, registration and admitting areas, and waiting spaces.

- **Wayfinding & Connectivity:** Improving intuitive internal and external navigation across campus buildings and departments.
- **Site & Parking Analysis:** Assessing current and future parking capacity, traffic circulation, ambulance/emergency access, and potential expansion footprints.
- **Phasing & Feasibility:** Providing high-level construction phasing strategies that allow hospital operations to remain uninterrupted.

3. Minimum Qualifications

To be considered for this engagement, responding firms must meet the following baseline requirements:

- **Idaho Licensure:** Must hold an active architectural license in the State of Idaho (verified through the Idaho Division of Occupational and Professional Licenses) or demonstrate the immediate ability to obtain reciprocity via NCARB certification prior to contract execution.
- **Healthcare Specialization:** Proven track record of completing master space plans and clinical renovations for acute care hospitals, critical access hospitals, or comparable multi-department healthcare facilities.

4. Required Submission Contents

Please organize your response clearly into the following sections (maximum 15 pages, excluding resumes and rate sheets):

1. **Firm Profile & Idaho Licensure:** Overview of your firm, location(s), healthcare practice focus, and confirmation of active Idaho architectural registration.
2. **Relevant Healthcare Experience & References:** Provide 3 to 5 case studies of comparable hospital master planning projects completed within the last 5 years. Include project scope, facility size, key challenges solved, and client contact references.
3. **Key Personnel:** Identify the specific Principal-in-Charge, Lead Healthcare Planner, and Project Manager who will be assigned to BGH. Include brief resumes highlighting their healthcare planning credentials (e.g., ACHA certification) and availability.
4. **Master Planning Approach & Methodology:** Briefly describe your process for:
    - Gathering stakeholder input from physicians, nurses, and operational staff.

- Analyzing current space utilization and projecting future patient volume growth.
- Developing phased implementation plans within active, 24/7 clinical environments.

5. **Pricing Structure & Fee Schedule:** While exact project fees will be negotiated once the detailed scope is finalized, please provide:
    - Current standard hourly billing rates by staff classification.
    - Typical fee structure for a master planning engagement (e.g., lump sum, hourly not-to-exceed, or phased fee).
    - Estimated fee range based on similar hospital master planning projects of comparable scope.
    - Policy on reimbursable expenses (travel to Sandpoint, printing, etc.) and sub-consultant markups (e.g., MEP or civil engineers).

5. Estimated Selection Timeline

- **RFQ/P Issued:** 11/18/2026
- **Optional Site Walk-Through:** 11/30/2026 – 12/8/2026
- **Proposals Due:** 12/16/2026 4:00 PM PST
- **Anticipated Firm Selection:** 12/18/2026

6. Submission Instructions

Please submit one (1) electronic PDF copy of your response via email to curtis.johnson@bonnergeneral.org.

Questions regarding this RFQ/P should be directed in writing to the contact above. BGH reserves the right to reject any or all submissions, request additional information, or negotiate directly with the firm that best meets the needs of our organization.